Guidelines for the Design, Construction and Fit – Out of Food Premises

21 December 2017

Good planning and preparation is one of the keys to running a successful food business. Therefore, how you design, construct and fit-out your premises will have a significant impact.

A good starting point is to consider the 'food flow' through the premises. A good 'food flow' ensures that food only flows in one direction, for example: *from receival, storage, preparation, storage, finished goods out*. It is also important to plan for future growth as it is time consuming and expensive to try to make structural changes once the business is up and running.

Good planning can result in making cleaning and maintenance easy. Therefore, these guidelines have been produced to assist you with the design, construction and fit-out of your new or existing food business. They are based on the Food Standards Australia New Zealand (FSANZ) *Safe Food Australia Guide* 3rd Edition, November 2016 and the Australian Standard AS 4674 – 2004 *Design, construction and fit-out of food premises*.

A full copy of the FSANZ *Safe Food Australia Guide* can be obtained from www.foodstandards.gov.au.

The Australian Standard AS 4674 – 2004 *Design, construction and fit-out of food premises* can be purchased from https://infostore.saiglobal.com/.

Setting up a Food Act Business

The following information is a step-by-step guide to setting up or altering a food premises in Knox City Council.

☐ Step 1: Approval from relevant authorities:

NOTE: It would be advisable to contact the departments below at the same time to prevent unnecessary delay in seeking your registrations.

- ☐ **City Development (Building & Planning) – phone: 9298 8000**
  - For home occupation, change of use of the building, car parking space requirements, for some structural and signage changes. Also, for any fit out / proposed structural changes to a building and, for public and staff toilet requirements.

- ☐ **South East Water (Trade Waste) – phone: (03) 9552 3662**
  - For the installation requirements for a grease trap/food & oil interceptor; information on sewer availability.

- ☐ **Energy Safe Victoria – phone: 9203 9700**
  - For the requirements of fitting of gas appliances to food premises.

- ☐ **Community Laws Department – phone: 9298 8000**
  - For signage permits and approval of street tables and chairs.

☐ **Health Services Department – phone: 9298 8000**
- For Food Act registration requirements, initial inspection processes and approval of registration.

☐ Step 2: The Application Process

1. **Discuss your initial proposal with Planning, Building and an Environmental Health Officer**.

   To assist us in giving you practical and accurate advice, it is essential that you provide the following information:
   - A detailed plan showing the layout of the premises.
   - A menu or description of your proposed food handling processes.
   - Any other relevant details/particulars (such as the location and discharge point of any mechanical exhaust systems).

2. **Following these preliminary discussions, you should arrange an on-site appraisal of the premises with one of Council's Environmental Health Officers, before you secure your lease.**

   The advantage of this is that advice will be given on major internal fit-out and finishes required, (for example floors, walls, ceilings, mechanical exhaust etc.) to assist in your decision to secure the lease.

3. **Ensure all other utilities (i.e. electricity, water, sewerage and gas) are contacted so that you comply with their particular standards / codes.**

4. **Submit two (2) copies of the Structural Plans (including a schedule of finishes) to the Health Services Department with a completed copy of the Application for Plan Assessment form.**

   - The structural plans must include floor plans and elevations drawn to scale, with details on **ALL** fixtures, equipment and finishes. Specifications on mechanical exhaust systems are also required. Mechanical exhaust systems must comply with Australian Standard 1668. Grease traps to be located externally unless otherwise approved by Health Services Unit.
   - The premises must comply with the Food Act 1984 and the FSANZ Food Standards Code. This includes the preparation and submission to Council of your Food Safety Program and Food Safety Supervisor's Certificate of Competency (applicable for Class 1 & 2 food premises only).

5. **Upon notification that your plans have been assessed and you have received the appropriate Town Planning and/or Building Permits (if required) you may commence works.**

In order to prevent costly mistakes, works should not commence until all necessary permits/approvals have been given.

NOTE: You can arrange for an Environmental Health Officer to inspect your premises as works are progressing if you wish.

☐ Step 3: Final inspection and Application for Registration

1. When all works are completed, you must make an appointment with an Environmental Health Officer for a final inspection.

2. This inspection should be arranged at least one (1) week prior to the proposed opening date.

3. Following the final inspection an *Application to Register a Food Premises* form must be completed and submitted with the prescribed fees.

4. When the registration has been granted, the business can commence operation.

NOTE: For Class 1 & 2 food premises, registration will be conditional on the business having a suitable Food Safety Program and a qualified Food Safety Supervisor; registration may be suspended or revoked if conditions are not met.

A copy of the Food Safety Supervisor certificate will need to be attached to the *Application to Register a Food Premises* form. If you have a non-standard Food Safety Program, a copy of the Program and a *Certificate of adequacy of food safety program* issued by a Department of Health and Human Services' approved food safety auditor must also be submitted.

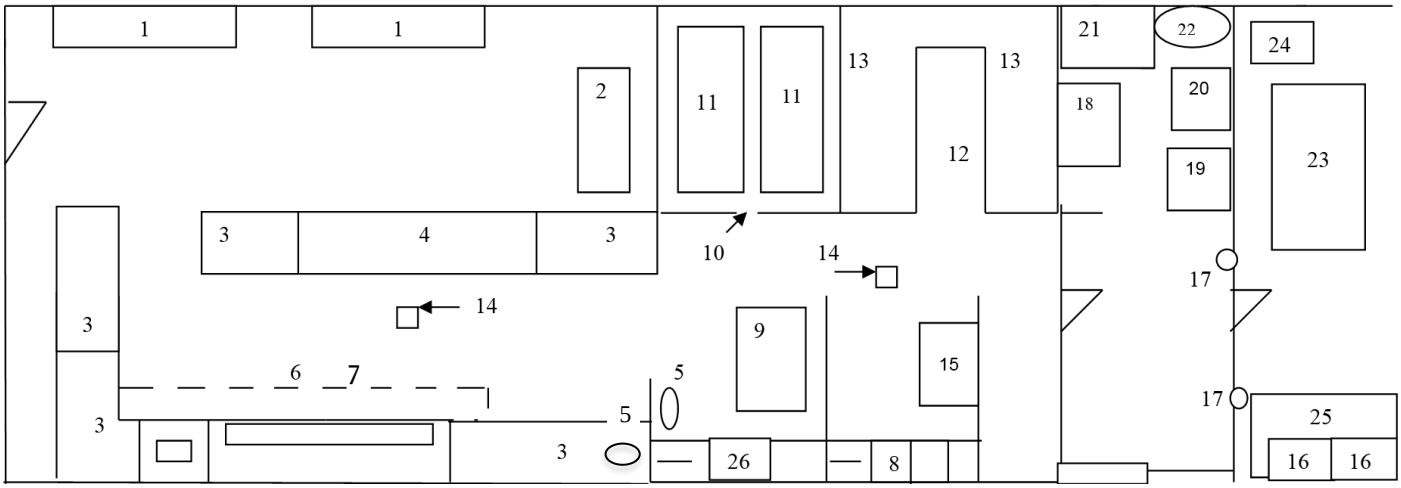
Further information on food safety supervisor requirements can be obtained online at: https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-training-skills-knowledge

The Department of Health and Human Services' *Food Safety Program template for class 2 retail and food service businesses, no.1, version 3* is available for download at: https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates/food-safety-program-template-class-2

Sample Floor Plan

Legend

1. Customer bench.	14. Floor waste drains (floor graded to drain).	**General Notes**
2. Drinks refrigerator.	15. Commercial dishwasher with mechanical exhaust system.	Floor finish – commercial vinyl with coving at floor / wall junctions.
3. Bench with underneath laminate cupboards.	16. 240-litre rubbish bins.	Wall finish – stainless steel panelling.
4. Bain-Marie.	17. Threaded tap with hot water supply.	Ceiling to be flush jointed plasterboard sealed with light coloured washable paint.
5. Hands-free basin with hot and cold water supply.	18. Storage locker for staff, personal effects and clothing on metal legs.	Stainless steel splashback to 450mm above sinks and hand basins.
6. Cooking appliances – 8 burner stove and deep fryer.	19. Storage locker for mops and cleaning equipment.	Paper towel and liquid soap dispensers above all hand basins.
7. Canopy, filters and mechanical exhaust system.	20. Cleaners sink (hot and cold water).	All plumbing in accordance with South East Water and Council requirements.
8. Commercial double bowl sink with hot and cold running water.	21. Staff toilet.	All plumbing pipes and electrical wiring to be concealed in floors, walls, ceiling, plinths, etc.
9. Upright freezer on metal legs.	22. Hand basin (hot and cold water).	Condensate water from cool room to be directed to sewer via tundish and bracketed 50mm off wall.
10. Dry storage room.	23. Grease trap – 2000 litres, in ground.	Self-closer mechanisms on all doors.
11. Shelving – laminate.	24. Hot water unit – 135 litres.	
12. Cool room.	25. Bin wash area (paved & graded to silt trap connected to sewer).	
13. Shelving – stainless steel.	26. Food preparation sink.	



Structural Guidelines

The following Structural Guidelines are designed to assist you in meeting the legislated requirements of the FSANZ Food Standards Code. Under each heading, the specific requirement of the FSANZ Food Standards Code is shaded.

Design and Construction of a Food Premises

General requirements

The design and construction of a food premises must:

- *Be appropriate for the activities for which the premises are used;*
- *Provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities;*
- *Permit the food premises to be effectively cleaned and, if necessary, sanitised;*
- *To the extent that is practicable: exclude dirt, dust, fumes, smoke and other contaminants; not permit the entry of pests and not provide harbourage for pests.*

The premises must be structurally sound and in a state of good repair. Food should flow in one direction through the premises from receipt, to storage, to preparation, to packaging/serving/dispatch.

There should be clear separation of chemical storage areas, toilets and garbage/recyclable material storage from food preparation and food storage areas.

The premises should be designed so that the areas where food is prepared, manufactured or packed are provided with adequate space to ensure that food handlers can safely handle food and that fixtures, fittings and equipment can be adequately cleaned.

A food premises should be designed in such a way that it can stop the entry of dirt, dust, fumes, smoke, other airborne contaminants and pests. It should also be designed to prevent the harbourage of pests.

Water supply

- *Food premises must have an adequate supply of water if water is to be used at the food premises for any of the activities conducted on the food premises.*
- *A food business must use potable water for all activities that use water that are conducted on the food premises unless a food business demonstrates that the use of non-potable water for a purpose will not adversely affect the safety of the food handled by the food business, the food business may use non-potable water for that purpose.*

The food premises must have an adequate supply of safe drinking water. The use of water supplies other than from the mains will require prior written approval from Council's Health Services Department.

Sewage and wastewater disposal

Food premises must have a sewage and wastewater disposal system that:

- *Will effectively dispose of all sewage and wastewater; and*
- *Is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.*

The food premises must have a sewage and wastewater disposal system that:

- Will effectively dispose of all sewage (toilet), grey water (kitchen, bathroom and laundry) and wastewater through a sewerage point approved by South East Water.
- Is constructed and located so that there is no likelihood of the sewage and wastewater polluting the mains water supply, storm water system or contaminating food or food preparation surfaces.
- Does not include access openings within areas where food is handled.
- Does not include the grease trap/food and oil interceptor within or emptied through areas where food, equipment or packaging materials are handled or stored.

NOTE: You must contact South East Water (9552 3662) who will advise you of your grease trap requirements. This information must be included on your plans as submitted to Council.

Storage of garbage and recyclable matter

Food premises must have facilities for the storage of garbage and recyclable matter that:

- *Adequately contain the volume and type of garbage and recyclable matter on the food premises;*
- *Enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it; and*
- *Are designed and constructed so that they may be easily and effectively cleaned.*

The food premises must have sufficient bins for the storage and disposal of garbage and recyclable waste. These bins must be located in an external area of the premises or in a specified room.

External areas used for storage of garbage/recycling bins:

The area where the bins are stored needs to be:

- Paved with an impervious material;
- Graded and drained to a waste disposal system in accordance with the local water authority's requirements and;
- Provided with a hose tap connected to the water supply.

Rooms where garbage/recycling bins are stored:

The room needs to be:

- Paved with an impervious material and large enough to wash the largest bin or receptacle present and capture the wash water;
- Graded and drained to a floor waste gully connected to the sewer as required by the local water authority;
- Provided with a border or a barrier (i.e. bunded) to prevent the escape of wastewater;
- Proofed against pests;
- Ventilated and;
- Provided with a hose tap connected to the water supply.

Ventilation

Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises.

The food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours. This helps to prevent the contamination of food through airborne particles and to minimise the build-up of fats and oils on surfaces throughout the premises.

Exhaust Hoods

Exhaust hoods must be installed above all cooking equipment, provers, commercial dish washing machines and any other appliance or equipment that releases heat, oil vapours, water vapours, etc. The exhaust hood must be designed, constructed and installed in accordance with the *Building Code of Australia* and the *Australian Standard AS 1668.2 – 1991*.

Lighting

Food premises must have a lighting system that provides sufficient natural or artificial light for the activities conducted on the food premises.

Lighting in the food premises must meet the requirements of the *Building Code of Australia*. Therefore, adequate lighting must be provided to all areas including cool rooms, walk-in freezers, dry stores, etc. where cleanliness and/or insect infestations may go unnoticed if poorly lit.

Light fittings in food preparation, storage and wash up areas should be:

- Flush mounted or recessed into the ceiling; and
- Fitted with shatterproof diffusers (covers).

Floors, walls and ceilings

The requirements for floors, walls and ceilings specified in this section apply to the floors, walls and ceilings of all areas used for food handling, cleaning, sanitising and personal hygiene except the following areas:

- *Dining areas;*
- *Drinking areas; and*
- *Other areas to which members of the public usually have access.*

Floors, walls and ceilings throughout a food premises must be:

- Appropriate for the area;
- Able to be effectively cleaned;
- Non-absorbent (impervious to fat, water and oil);
- Well maintained;
- Constructed and installed to minimise or eliminate the creation of cavities or dead air space;
- As far as practical, unable to provide harbourage for insects and rodents.

Floors

Floors must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.

Floors must:

- *Be able to be effectively cleaned;*
- *Be unable to absorb grease, food particles or water;*
- *Be laid so that there is no ponding of water; and*
- *To the extent that is practicable, be unable to provide harbourage for pests.*

NOTE: Exemptions to the above requirements apply under the following circumstances:

- *Floors of temporary food premises, including ground surfaces, that are unlikely to pose any risk of contamination of food handled at the food premises;*
- *Floors of food premises that are unlikely to pose any risk of contamination of food handled at the food premises provided the food business has obtained the approval in writing from Council's Health Services Department.*

Floors must be:

- Smooth, durable and impervious; and
- Integrated with a system of floor waste drains in wet wash down areas.

Floor surfaces must withstand the type of cleaning procedures (including heavy-duty chemicals) to be used and the amount of wear and tear caused by food handling operations (i.e. moving of heavy equipment, foot traffic, etc.)

Suitable floor finishes include sealed quarry tiles, ceramic tiles, stainless steel, laminated thermosetting plastic sheeting, polyvinyl sheeting with welded seams, epoxy resin, steel trowel case hardened concrete or other similar impervious materials.

Floor Waste Drain

Floor waste drains are recommended in food premises where cleaning is to be conducted via a hose down method. If floor waste drains are to be installed, the entire floor must be evenly graded to prevent ponding. The floor waste must be connected to sewer in accordance with the requirements of the local water authority.

Floor Coving

Floor coving should be installed in all food preparation, storage or wet areas at the intersection of floors with walls/plinths.

Walls and ceilings

Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.

All walls and ceilings must be able to be effectively cleaned and to the extent that is practicable, be unable to provide harbourage for pests.

Where walls and ceilings are necessary to protect food from contamination, they must be:

- *Sealed to prevent the entry of dirt, dust and pests;*
- *Unable to absorb grease, food particles or water; and*
- *Able to be easily and effectively cleaned.*

Walls and ceilings must be:

- Smooth, durable and impervious;
- Easily cleanable; and
- Unable to provide harbourage for pests.

Splash backs constructed of a durable and impervious material that can be effectively cleaned needs to be provided to walls: above and behind cooking equipment, food preparation benches, wet areas and other areas that may come into contact with food or other areas that require frequent cleaning. A minimum height of 1.8 metres above the floor is recommended.

Where benches are secured and sealed to a wall, a splash back may not be required below the bench. In such cases, a splash back should be provided to a minimum height of 450mm above the bench; or at least to the height where food or water is likely to splash.

Generally, walls and ceilings in other areas must be painted with a washable paint, preferably light in colour.

It is recommended that aluminum or stainless steel capping is provided to external corners and in doorways of high traffic areas.

Ceilings above food preparation and food storage areas need to be smooth, durable, impervious, and capable of being effectively cleaned.

NOTE: Drop-in, removable panel ceilings are generally not suitable in areas where open food is prepared, displayed or served because the panels are difficult to seal.

Fixtures, fittings and equipment

General requirements

Fixtures, fittings and equipment must be:

- *Adequate for the production of safe and suitable food; and*
- *Fit for their intended use.*

Fixtures and fittings must be designed, constructed, located and installed, and equipment must be designed, constructed, located and, if necessary, installed, so that:

- *There is no likelihood that they will cause food contamination;*
- *They are able to be easily and effectively cleaned;*
- *Adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned; and*
- *To the extent that is practicable, they do not provide harbourage for pests.*

The food contact surfaces of fixtures, fittings and equipment must be:

- *Able to be easily and effectively cleaned and, if necessary, sanitised if there is a likelihood that they will cause food contamination;*
- *Unable to absorb grease, food particles and water if there is a likelihood that they will cause food contamination; and*
- *Made of material that will not contaminate food.*

Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.

All fixtures, fittings and equipment in food preparation and storage areas need to be constructed of materials that provide a smooth, durable and impervious surface. They must also:

- Be able to be thoroughly cleaned;
- Be constructed from non-corrosive and rust resistant material;
- Be well maintained (i.e. not worn or damaged);
- Not taint or contaminate food;
- Have minimal open joints or other rough surfaces that may trap dirt and grease;
- If necessary, be able to be dismantled for thorough cleaning;
- Be able to withstand the intended sanitising process such as hot water above 77°C or chemical sanitisers;
- Not provide harbourage for rodents or insects (as far a practical);
- In the case of roller doors and other external doors, be boxed in, fitted with weather proof seals or screens (includes insect strips) to prevent the entry of birds, rodents and insects;
- When installed on the floor, equipment needs to be placed on lockable castors/wheels, 150mm steel legs or a 150mm concrete plinth. (Steel must be corrosion proofed).

Sink Design and Layout

The minimum requirement for businesses handling food is a double bowl sink. One bowl is used for washing and the other bowl is used for sanitising. You need to ensure that the sink bowls are large enough to fully immerse the largest piece of equipment/fixture that you will be washing and sanitising.

If the business prepares fresh fruit and/or vegetables then an additional (food preparation) sink must be provided exclusively for the washing of those items.

A cleaners (mop) sink may be required where another suitable disposal point for dirty cleaning water is not available (i.e. floor waste or a bin wash area).

In addition, the following may be required depending on the type of business you wish to operate:

- A pot wash for large items that don't fit in a conventional sink;
- Hose connections where floors and/or equipment are to be hosed.

See Page 17 & 18 for hand wash basin requirements.

NOTE:

1. Large manufacturers, home kitchens and cottage industries may be subject to varied or additional requirements.
2. If a commercial dishwasher is provided, contact the Health Services Department to discuss whether the sink requirements can be varied.
3. A recommended minimum sink bowl size is 21 litres or approx. 400mm x 350mm x 150mm deep.

Shelving

Shelving must be appropriate for its use. For example:

- Suitable shelving options in wet areas include stainless steel and high density plastic shelving.
- Suitable shelving options in dry storage areas include any suitable smooth, durable, impervious material. Timber shelving must be laminated or sealed on all surfaces.
- Shelving must not have any holes, cracks or crevices where food and other debris can lodge.

NOTE: Unsealed chipboard and other compressed timber/fibreboard products are not suitable.

Cooking and Refrigeration Equipment

When purchasing equipment for a commercial food business it is important to ensure that, it is fit for purpose. Important points to consider are:

- Is the equipment intended for commercial use? If you purchase equipment that is intended for domestic use, using it in a commercial setting may void its warranty.
- If purchasing second hand commercial equipment, is it in good condition and functioning properly?
- What sort of equipment do you need for the types of food that you want to serve? For example, if you need to cool cooked food, you may wish to purchase a blast chiller, which is a piece of equipment designed to rapidly cool food. If you want to sell hot meat pies, you will need both an oven (to cook/reheat the pies) and a pie warmer (in which to store them hot for sale).
- How much refrigeration storage capacity do you require? Overstocking a refrigeration unit will impair the unit's ability to work effectively.
- The design of the unit: for example, a cold display unit with no doors (to keep the cool air in) or fan forced cooling (to circulate the cold air) will generally have difficulties in maintaining food below 5°C.

Utensils, cutlery, crockery, serviettes, packaging, drinking straws, etc.

Sufficient, clean and dry storage must be provided for all utensils, cutlery, crockery, serviettes, packaging, drinking straws, etc.

You must not use any chipped, broken or cracked eating or drinking utensils for handling food.

Eating and drinking utensils that are going to be reused must be able to be easily and effectively cleaned and sanitised.

If you are going to use single-use items, they must be used only once and must not:

- Splinter;
- Fragment;
- Chip;
- Taint; or
- Contaminate the food.

Protection of food from contamination

All exposed food must be protected from contamination. Protection measures include:

- Insect barriers (screen, fly strips, etc.);
- Properly washing hands;
- Sneeze guards or other similar methods to prevent customers from touching, coughing, sneezing, breathing, etc. on uncovered food;
- Preventing foreign matter from entering the food;

Self-Serve Food Displays

If customers are able to serve themselves:

- A separate scoop or other utensil must be provided for customer use for each food container, bin or hopper;
- Scoops or other utensils must be stored so that their handles do not come in contact with the food;
- Constant supervision must be provided to avoid unintentional or deliberate contamination of the food.
- In certain circumstances, scoops or other utensils may require restraints to prevent them from falling to the ground.

Do not forget – Cold food must be kept at or below 5°C and hot food must be kept at or above 60°C.

Cleaning and Sanitising

Cleaning and sanitising are separate procedures, and sanitising is distinct from sterilising.

Cleaning *in the food industry is a process that removes visible contamination such as food waste, dirt and grease from a surface. This process is usually achieved by the use of water and detergent.*

During the cleaning process, microorganisms will be removed but the cleaning process is not designed to destroy microorganisms.

Sanitising *is a process that destroys microorganisms, thereby reducing the numbers of microorganisms present on a surface. This is usually achieved by the use of both heat and water, or by chemicals.*

Sterilising *is a process designed to destroy all microorganisms including spores. Eating and drinking utensils and food contact surfaces do not need to be sterilised.*

Cleaning and sanitising should usually be done as separate processes. A surface needs to be thoroughly cleaned before it is sanitised, as sanitisers are unlikely to be effective in the presence of food residues and detergents.

The six recommended steps for effective cleaning and sanitising are:

1. Pre-clean: scrape or wipe food scraps and other matter off surfaces and rinse with water.

2. Wash: use hot water and detergent to remove grease and food residue. (Soak if needed).

3. Rinse: rinse off detergent and any loosened residue.

4. Sanitise: use a sanitiser to destroy remaining microorganisms (refer to manufacturer's instructions).

5. Final rinse: wash off the sanitiser if necessary (refer to manufacturer's instructions).

6. Dry: allow to air dry or use single use towels.

Cleaning and sanitising can be done manually (e.g. using sinks) or using dishwashers.

Sanitising can be achieved:

- In a dishwasher with a hot rinse cycle.
- By soaking in hot water at 77°C for at least 30 seconds (the water must remain at or above 77°C for the 30 second period for this method to be effective).
- Using a chemical sanitiser and following the manufacturer's instructions.

NOTE:

1. Hot water at 77°C may burn exposed skin.
2. Domestic hot water systems are preset at lower temperatures and may require adjustment.
3. The hot water temperature of dishwashers must be checked regularly. The Australian Standard AS 2945 – 2002 requires utensils in Health Care facilities to undergo a sanitising rinse at 80°C for 2 minutes, 75°C for 10 minutes or 70°C for 15 minutes.
4. Economy cycles generally use warm water and should not be used for sanitising.

Connections for specific fixtures, fittings and equipment

Fixtures, fittings and equipment that use water for food handling or other activities and are designed to be connected to a water supply must be connected to an adequate supply of water.

Fixtures, fittings and equipment that are designed to be connected to a sewage and wastewater disposal system and discharge sewage or wastewater must be connected to a sewage and wastewater disposal system.

Automatic equipment that uses water to sanitise utensils or other equipment must only operate for the purpose of sanitation when the water is at a temperature that will sanitise the utensils or equipment.

Connections for specific fixtures, fittings and equipment must:

- Be connected to the sewerage system if they generate liquid waste. For example: cool room, coffee machine, etc.
- Be connected to mains water supply if their use requires water.
- If you use equipment, such as dishwashers, to sanitise you must ensure that the water temperature is sufficient to sanitise.
- A tundish/condensate pipe (connected to sewer) is recommended for all refrigeration and heating equipment (including coffee machines).

Hot water supply

The hot water supply must be large enough to deliver a continuous supply of hot water at all times. If the hot water supply is to be used for sanitising you will need to check that the hot water service is capable of a minimum temperature of 80°C and that there is sufficient water to fully immerse fixtures and equipment.

Hand washing facilities

Food premises must have hand-washing facilities that are located where they can be easily accessed by food handlers:

- *Within areas where food handlers work if their hands are likely to be a source of contamination of food and;*
- *If there are toilets on the food premises — immediately adjacent to the toilets or toilet cubicles.*

Hand washing facilities must be:

- *Permanent fixtures;*
- *Connected to, or otherwise provided with, a supply of warm running potable water;*
- *Of a size that allows easy and effective hand washing; and*
- *Clearly designated for the sole purpose of washing hands, arms and face.*

Hand washing facilities must be provided:

- Where open food is handled; and
- Immediately adjacent to toilets.

As a general guideline, a food handler should not have to walk more than 5 meters to access a hand washbasin.

Hand washing facilities need to be:

- Free from obstruction and easily accessible;
- Used for the sole purpose of hand washing;
- Be installed at a suitable height e.g. bench height;
- Be supplied with clean, warm running water via a single outlet;
- Be provided with liquid soap and paper towel (via a dispenser) or other means of effectively drying hands. NOTE: Air dryers alone are not generally considered as effective as paper towel as air dryers can take much longer to achieve the same result and are less likely to be used effectively.

Miscellaneous

Storage facilities

Food premises must have adequate storage facilities for the storage of items that are likely to be the source of contamination of food, including chemicals, clothing and personal belongings.

Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

Food Storage

Dry ingredients must be stored:

- In a dry environment;
- After opening, in food grade containers with tight fitting lids;
- On shelving at least 150mm off the floor.

NOTE: Flour, rice and other bulk food items may be stored on the floor in moveable containers fitted with lockable castors or wheels. Pallet storage is not suitable unless a pallet truck or fork lift is available to move pallets for cleaning.

Chemical and Personal Belongings Storage

Adequate facilitates must be provided for the storage of chemicals and personal belongings separate to food storage areas.

Toilet facilities

A food business must ensure that adequate toilets are available for the use of food handlers working for the food business.

The food premises must have adequate toilet facilities available for food handlers.

Toilets intended for public and/or customer use should not be accessed through areas where open food is handled, displayed or stored.

Food transport vehicles

Vehicles used to transport food must be designed and constructed to protect food if there is a likelihood of food being contaminated during transport.

Parts of vehicles used to transport food must be designed and constructed so that they can be effectively cleaned.

Food contact surfaces in parts of vehicles used to transport food must be designed and constructed to be effectively cleaned and, if necessary, sanitised.

Food transport vehicles must be designed and constructed to protect the food from contamination.

Therefore, the cabin should be effectively sealed off from the section of the vehicle where the food is stored or, alternatively the food can be stored in sealed containers.

All surfaces within the vehicle and/or sealed containers must be smooth and impervious allowing easy cleaning and be unable to taint the food.

If high risk food is to be transported you must ensure that the vehicle or container is capable of maintaining frozen food 'hard frozen', cold food 5°C or below, and hot food 60°C or above.

References

Australian Standard AS 4674 – 2004 Design, construction and fit-out of food premises, 2004.

Food Standards Australia New Zealand (FSANZ) 'Safe Food Australia Guide' 3rd Edition, November 2016.